



**INDIANA NATIONAL GUARD
JOINT FORCES HEADQUARTERS**
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INDIANAPOLIS, INDIANA 46241-4839



1 December 2011

INDIANA STATE FAMILY PROGRAM AWARDS

Happy New Year! I hope everyone's holidays were filled with laughter and joy. With the New Year, it is also time for us to recognize our volunteer's outstanding efforts during 2011.

We have exciting news for our volunteers! We've added two awards this year: Youth of the Year and Family of the Year Award. Our annual Family Program Awards will be presented at our Family Program State Workshop. Our winners will be submitted for National Family Program Awards. Your deadline to have completed award nominations turned in is February 1, 2012.

I know that many of you accomplish great projects, work with your community and dedicate numerous hours to your Family Readiness Group and Family Readiness overall. Please take this opportunity to nominate a Volunteer, Family, Youth Organization, or Military Member that truly deserves the award. In the past we haven't had that many nominations submitted, so I've listed a few helpful tips:

1. Type the form. After it is faxed twice it is very hard for us to read. You may scan the completed nomination form and email to connie.douthat@ang.af.mil.
2. In addition to writing what the volunteer accomplished in 2011, tell us the result or impact of their action.
3. If you are submitting a Family for the "Family Award", be sure to describe what each family member accomplished and the result (who did it help, how did it help).
4. Ensure to have it approved by your Unit Commander or Rear Detachment, along with their email or day time phone number.

Connie Douthat-JFPAC Chairman
Airman & Family Readiness Program Mgr.
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Indiana National Guard Family Awards Program Nominations are due February 1, 2012



1. **Purpose.** The volunteer awards program is designed to demonstrate appreciation and recognition to Indiana National Guard Family Program volunteers, families, friends, employers, community members, service members and Units for significant achievement and service to the Indiana National Guard Family Program.
2. **Applicability.** Any person having served a period of time in support of the Indiana National Guard Family Program and benefiting morale, cohesion and esprit de corps of the service members and/or families of the Indiana National Guard.
3. **Eligibility.** All persons and organizations who are involved in volunteer work toward Family Programs are eligible for awards with the exception of the Family Program Staff. Military personnel are eligible for the Military Volunteer of the Year award and Military Point of Contact and.

Note: Award submissions will not be accepted for annual awards if they are postmarked or forwarded by e-mail after February 1, 2012 of each year by the Unit Commander, Family Readiness Group (FRG) Chairperson, or Airman & Family Readiness Program Manager (A&FRPM).

Volunteer hours must be updated in Joint Services Support system (www.jss.org) in order to be eligible for awards.

A. State Level – These awards are presented to those individuals who make a significant contribution to the Indiana National Guard Family Readiness Programs through their volunteerism. This is based on your number of hours volunteered as recorded in JSS.

1. **Volunteers: Level 1** – The **Minuteman Award** is presented to volunteers who have met the following criteria:
 - (a) Requirements: One to fifty (1 – 50) documented and submitted hours.
 - (b) Format of the Award: A Minuteman Award in the form of a certificate signed by the Adjutant General.
 - (c) Presentation: The recipient will be recognized and awarded at the State Workshop.
2. **Volunteers: Level 2** – The **Torch Award** is presented to volunteers who have met the following criteria: (The torch is center in the Indiana State Flag)
 - (a) Requirements: Fifty-one to one hundred ninety nine (51 –199) documented and submitted hours.
 - (b) Format of the Award: The Torch Award will be a Certificate signed by the Adjutant General.
 - (c) Presentation: The recipient will be recognized and awarded at the State Workshop.

3. **Volunteers: Level 3** – The **Hoosier Award** is presented to volunteers who have met the following criteria: (Hoosier is the Indiana State nickname)

- (a) Requirements: Two hundred to four hundred ninety nine (200 –499) documented and submitted hours.
- (b) Format of the Award: a Certificate signed by the Adjutant General.
- (c) Presentation: The recipient will be recognized and awarded at the State Workshop.

4. **Volunteers: Level 4** – The **Crossroads of America Award** is presented to volunteers who have met the following criteria: (Crossroads of America is the Indiana State motto).

- (a) Requirements: A minimum five hundred (500) hours documented and submitted hours.
- (b) Format of the Award: A Certificate signed by the Adjutant General.
- (c) Presentation: The recipient will be recognized and awarded at the annual State Workshop.

5. **Continuing Service Awards:** Service Pins will be awarded yearly during the State Workshop to volunteers who attend the State Workshop. Monetary awards may be awarded if funding is available.

B. Family Program Special Awards

The following awards must be submitted to the Joint Family Program Advisory Council (JFPAC) representative who is listed on the nomination form. These special awards must be submitted no later than February 11. Each of the following awards may be submitted by anyone and a Unit Commander must approve or disapprove before forwarding to JFPAC.

1. **Service Member Volunteer of the Year** is presented annually to the service member who has gone above and beyond the call of volunteerism.

- (a) Requirements: Must be submitted on the attached nomination form. Service Member should currently be serving in the Indiana National Guard or have retired within the year the award is being awarded for.
- (b) Format of the Award: An award with the Service Member's name, rank, year and Unit engraved.
- (c) Will be presented at the annual State Workshop.

2. **Military Point of Contact of the Year** is presented annually to the service member who consistently displays outstanding leadership in providing liaison between Family Programs, Family Readiness Groups, and Commands. Service member must be appointed on a Duty Appointment Order, by the Commander, to be eligible for this award.

- (a) Requirements: Must be submitted on the attached nomination form. Service Member should currently be serving in the Indiana National Guard or have retired within the year the award is being awarded for.

(b) Format of the Award: An award with the Service Member's name, rank, year and Unit engraved.

(c) Presentation: Will be presented at the annual State Workshop.

3. **Volunteer of the Year** is presented to a non-military FRG member who consistently displays outstanding leadership.

(a) Requirements: Must be submitted on the attached nomination form. Volunteer should currently be participating in their Family Readiness Group (Statutory Volunteer) or have resigned within the year the award is being awarded for.

(b) Format of the Award: An award with the Volunteer's name and year engraved

(c) Presentation: Will be presented at the annual State Workshop.

4. **FRG of the Year** is presented to the most outstanding Family Readiness Group.

(a) Requirements: Must be submitted on the attached nomination form. All required reports and appointment letters must be on file at SFPO and volunteer hours must be documented and submitted to SFPO.

(b) Format of the Award: An award with the Unit name and year engraved.

(c) Presentation: Will be presented at the annual State Workshop.

5. **Family of the Year** is presented to the most outstanding National Guard Family.

(a) Requirements: Must be submitted on the attached nomination form. The award will be given to an Army or Air Family that demonstrates outstanding and exceptional service to the Family Program.

(b) Format of the Award: An award with Unit, Family name and year engraved.

(c) Presentation: Will be presented at the annual State Workshop.

6. **Youth of the Year**

(a) Requirements: Must be submitted on the attached nomination form. The award will be given to a child of an Army or Air National Guard service member that demonstrates excellence in leadership and community service.

(b) Format of the Award: An award with the Youth's name and year engraved.

(c) Presentation: Will be presented at the annual State Workshop

The following award may be submitted by any Service Member or Family Readiness Group.

1. **Special Recognition for Community Support** – This award is presented to those groups or individuals who make a significant contribution to the Indiana National Guard Family Readiness Programs through their volunteerism, support or monetary contributions.

(a) Requirements: Should be an Individual, Group, Organization or Business and may be submitted by the Unit Commander or Rear Detachment Officer, SFAC, Family Programs, Family Readiness Group or Airman & Family Readiness Program Manager on unit letter head with Commander approval.

(b) Format of the Award: An award with the organizations name and year engraved.

(c) Presentation: Will be presented at the annual State Workshop.

NOMINATION FOR FAMILY PROGRAM AWARD
Nominations are due February 1, 2012

Select Award: Volunteer of the Year; Service Member Volunteer of the Year; Military Point of Contact of the Year; FRG of the Year, Family of the Year, Youth of the Year, and Community Support by an Organization, Group of Individuals or an Individual.

Nominee's Information (Person being submitted for an award):

First, Middle Initial, Last Name: _____

Rank if applicable: _____ Select Mr. Ms. or Mrs. **Circle** Air or Army Guard Unit: _____

Unit's address: _____

Title: _____

Home Telephone Number: _____ Email address: _____

Nominator's Information (Person submitting someone else for an award):

First, Middle Initial, Last Name: _____

Rank if applicable: _____ Select Mr. Ms. or Mrs.

Unit's address: _____

Title: _____

Home Telephone Number: _____ Email address: _____

Specific accomplishments of the nominee:

[illegible]

Unit Commander's or Rear Detachment Officer's Information if Commander is deployed:

First, Middle Initial, Last Name: _____

Rank: _____ Unit: _____ Phone Number: _____

Unit Commander's or Rear Detachment Officer's recommendation of approval or disapproval if Commander is deployed:

Please circle one: approved or disapproved, and provide reason if disapproved:

[illegible]

Joint Family Program Advisory Council will complete this section.

Does nominee's unit have a current FRG appointment letter? Yes or No

Has nominee's unit FRG submitted their Annual report? Yes or No

Date of Approval or Disapproval of Joint Family Program Advisory Council:

Once form is completed please forward it to:

Attn: 122 FSS/Family Programs, 3005 West Ferguson Rd., Fort Wayne, IN 46809-0122, by fax at 260-478-3324 or by email at connie.douthat@ang.af.mil; Office phone: 260-478-3409.